



TOWN OF HANOVER
Community Services Department
665 CENTER STREET
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1101

Tammy Murray
Director

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Fire Department,
Police Station, Council on Aging and the Town's Website

FROM: Tammy Murray, Director of Community Services

DATE: March 1, 2022

NOTICE OF VACANCY
VETERANS' BEHAVIORAL/MENTAL HEALTH CLINICIAN

The Town of Hanover is looking for Licensed Mental Health Expert(s) to identify and respond to the Mental Health needs of the Town of Hanover Veteran population, and provide pro-active, routine, communication, and check-ins. This service would be free to Hanover Veterans' and their families, regardless of service or discharge status. This position could include anything from crisis response to referrals. Clinician will be expected to utilize evidence-based approaches in treatment and provide a tailored, individualized plan for each participant. The position would entail regular and consistent outreach to Veterans' and their families. Funding is ARPA Funds average of under 20 hours per week; non-benefit eligible. Candidate may be required to carry private insurance.

Essential Duties & Responsibilities:

Identify at-risk individuals/families and provide assessment, resource linkage, referrals, and case management. Actively seek out Veterans' or their dependents in need or unaware of available benefits to resolution. Arrange and/or provide transportation to Veterans' hospitals or clinics. Onsite, telephone, virtual, or in-home meetings. Intervention and rehab referrals and follow up. Handle Acute and crisis issues. Individual and group counseling for Veterans', service members, and their families. Family counseling for military related issues. Bereavement (grief) counseling. Military sexual trauma counseling and referral. Community outreach and education. Substance abuse assessment and referral. Employment referral. Existing relationships or knowledge of Veteran Services Agencies helpful, if not the ability to build these relationships in a less than full time capacity. Secure the office, equipment and perform general housekeeping duties as required. Performs similar or related work as required, directed or as situation dictates. Must possess and retain a clean Massachusetts driving record. *Please see the attached job description for a complete list of duties.*

Qualifications:

The successful candidate for this position shall have a Master in Social Work and LICSW License in the state of MA, Master's Degree and LMHC license in state of MA, a minimum of Ph.D., in Psy., or similar degree and MA License is required.

The range of pay for this position is \$50 - \$70 per hour plus mileage. This is a non-benefit eligible position; the scheduled workweek is up to 19 hours.

Please submit an application and resume to Ann Lee, Human Resources Director, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail: ann.lee@hanover-ma.gov. The posting will remain open until 4:00 p.m. on March 14, 2022, or until the position is filled. (posted 3-1-22).

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.

**Town of Hanover
Job Description**

Job Title: Veterans' Behavioral/Mental Health Clinician
Department: Community Services Department
Reports To: Director of Community Services
FLSA Status: Non-Exempt (Per Diem/On Call)
Prepared By: Tammy Murray/Ann Lee
Prepared Date: March 2022
Approved By: Joe Colangelo, Town Manager

SUMMARY:

The Town of Hanover is looking for Licensed Mental Health Expert(s) to identify and respond to the Mental Health needs of the Town of Hanover Veteran population, and provide pro-active, routine, communication, and check-ins. This service would be free to Hanover Veterans' and their families, regardless of service or discharge status. This position could include anything from crisis response to referrals. Clinician will be expected to utilize evidence-based approaches in treatment and provide a tailored, individualized plan for each participant. The position would entail regular and consistent outreach to Veterans' and their families. Funding is ARPA Funds average of under 20 hours per week; non-benefit eligible. Candidate may be required to carry private insurance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Identify at-risk individuals/families and provide assessment, resource linkage, referrals, and case management.
- Actively seek out Veterans' or their dependents in need or unaware of available benefits to resolution.
- Arrange and/or provide transportation to Veterans' hospitals or clinics.
- Onsite, telephone, virtual, or in home meetings.
- Intervention and rehab referrals and follow up.
- Handle Acute and crisis issues.
- Individual and group counseling for Veterans', service members, and their families.
- Family counseling for military related issues.
- Bereavement (grief) counseling.
- Military sexual trauma counseling and referral.
- Community outreach and education.
- Substance abuse assessment and referral.
- Employment referral.
- Existing relationships or knowledge of Veteran Services Agencies helpful, if not the ability to build these relationships in a less than full time capacity.
- Secure the office, equipment and perform general housekeeping duties as required.
- Performs similar or related work as required, directed or as situation dictates.
- Must possess and retain a clean Massachusetts driving record.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master in Social Work and LICSW License in the state of MA, Master's Degree and LMHC license in state of MA, a minimum of Ph.D., in Psy., or similar degree and MA License is required.

- Ability to write/formulate a psychosocial assessment.
- Ability to use diagnostic criteria based on the DSM IV/5 to formulate a diagnostic impression and determine level of functioning.

- Academic and working knowledge of addiction/addictive behavior and implications in a clinical practice.
- Outstanding problem-solving skills.
- Excellent verbal and telephone skills.
- Time management, ability to organize and manage multiple priorities and take initiative.
- Strong team player.
- Ability to manage confidential information.
- Computer skills including Microsoft Office (Word, Excel, PowerPoint) and Outlook.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of State and Federal laws pertaining to veterans' and their dependents. Working knowledge of the methods and principals of veterans' benefits assistance, case work, administration, and available resources.

Ability: Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines. Ability to establish and maintain effective working relationships with Veterans', officials and the general public. Ability to treat individuals with dignity, fairness, sensitivity, and compassion.

Skill: Excellent customer service and organization skills, excellent written and verbal communication skills, demonstrate sound work ethics, excellent computer skills including MS Office applications. Must maintain a strict confidentiality while performing the duties of this position. Skill in using the above-mentioned tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is frequently required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 10 pounds such as a briefcase, books, supplies, etc. Employee must possess the ability to operate a keyboard at a moderate speed. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding issues not clearly defined by established procedures.

Supervision Received: Works under the general direction of the Director of Community Services, generally sets own daily work plan; escalates questions or issues as necessary to supervisor.

Supervision Given: None.

Work Environment:

- Administrative work is performed in a moderately noisy office environment.
- Regularly operates a computer, telephones, copier, facsimile machine, and other standard office machines.

- Interacts frequently with Veterans', the general public, other municipal departments, as well as local, State and Federal agencies and organizations involved with Veterans'. Contacts are made in person, via telephone, and in writing, requiring patience, tact, and discretion. Contacts also require a moderate level of persuasiveness and resourcefulness to influence the behavior of others.
- Has access to department-related confidential and/or sensitive information about veterans including financial and medical records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Errors in judgment could result in financial hardship, confusion, legal repercussions, and reduced standards of service to the Town's Veterans' who use the services of the department.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have read this job description. I understand the responsibilities assigned to this position. I certify that I can perform these functions.

Employee Signature

Date

Supervisor's Signature

Date

Print Name

Print Name

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.